

United States  
Environmental Protection  
Agency

Office of Solid Waste  
(5301)  
Washington, DC 20460

October 1996

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Solid Waste

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# RCRA Part A Permit Application

**United States Environmental  
Protection Agency  
Washington, D.C. 20460**

**RCRA Part A Permit Application  
Forms and Instructions**

Enclosed is the application form and instructions for a Federal permit to treat, store, or dispose of hazardous waste.

The *Resource Conservation and Recovery Act* (RCRA) requires anyone who owns or operates a facility where hazardous waste is treated, stored, or disposed to have a permit. RCRA establishes a procedure for obtaining interim status which allows existing facilities to continue operating until a final hazardous waste permit is issued. In order to obtain interim status, existing facilities must complete a two step process. The first step is the submittal of a Notification of Regulated Waste Activity form. You will need to submit this form in order to obtain an EPA RCRA Identification Number. If you need a Notification form, please contact the appropriate State Office (see Table 1) or the EPA Regional Office which serves your area (see Table 2).

The second step is to submit the permit application form included in this package. If you do not file a Notification form and complete the permit application by the deadline specified on page 5 of these instructions, you will be required by law to halt your operations until a permit is issued.

There are two parts to a RCRA permit application -- Part A and Part B. Part A is included in this package. Part B of the RCRA permit application contains detailed, site-specific information. Part B of the permit application may be submitted voluntarily, however, you are not required to submit it until it is requested by EPA or an authorized State. You will then have up to six months to submit that part of the application.

## **RCRA Part A Permit Application**

State governments may be authorized by EPA to administer hazardous waste management programs in lieu of the Federal RCRA program. You should contact your State hazardous waste management agency to determine whether your State is authorized (see Table 1). If so, you will need to comply with the specific permit application requirements of that State.

The enclosed instructions show the specific steps on how to apply for a RCRA permit. If after reading the instructions you have any questions regarding the permit application process, please contact the EPA Regional Office in your area for assistance (see Table 2).

## I. Who Must File a RCRA Permit Application

The Resource Conservation and Recovery Act of 1976 (RCRA), as amended, requires each person owning or operating a facility for the treatment, storage, or disposal of hazardous waste to have a permit. This includes individuals, trusts, firms, joint stock companies, corporations (including government corporations), partnerships, associations, State, municipalities, commissions, interstate bodies, Indian tribes (or an authorized Indian tribe organization), and Federal Agencies. If you treat, store, or dispose of hazardous waste without obtaining a permit, you may be subject to a civil or criminal penalty.

## II. How to Determine if You Handle Hazardous Waste

**OFF-SITE FACILITIES.** Owners and operators of off-site treatment, storage, or disposal facilities are encouraged to obtain waste information from the generators they serve. If the generators will not supply this information, you are still responsible for determining if you handle a hazardous waste and should follow the procedures below for on-site facilities.

**ON-SITE FACILITIES.** Solid waste generators who treat, store, or dispose of their own waste on-site should follow the following procedures for determining if their waste is a hazardous waste. This determination is made as follows:

1. First, determine if the solid waste handled is excluded from regulation as a hazardous waste. The list of exclusions can be found in the regulation titled "Identification and Listing of Hazardous Waste," 40 CFR Sections 261.4 and 261.5. If the solid waste handled is excluded, a RCRA hazardous waste permit is not needed to treat, store, or dispose of these wastes.
2. If the solid waste handled is not excluded by Sections 261.4 or 261.5, determine if the waste is listed in Subpart D of Lists of Hazardous Wastes. Persons owning or operating facilities where listed hazardous waste is treated, stored, or disposed are subject to regulation and must file a RCRA permit application.
3. If the waste handled is not listed in Subpart D of Lists of Hazardous Wastes, the waste may still be hazardous because it possesses

## RCRA Part A Permit Application

certain characteristics or contains certain contaminants. These characteristics and contaminants are contained in Subpart C of "Identification and Listing of Hazardous Waste." A determination that a waste possesses these characteristics or contaminants may be made either based on:

(a) Your knowledge of the hazard characteristic of the waste in light of the materials or the processes used; or (b) The results of testing the waste according to the methods in Subpart C of "Identification and Listing of Hazardous Waste."

Certain persons who handle hazardous waste are not required to obtain a RCRA permit. They are:

1. Generators who accumulate their own hazardous waste on-site for less than 90 days as provided in 40 CFR 262.34;
2. Farmers who dispose of hazardous waste pesticides from their own use as provided in 40 CFR 262.70; and
3. Owners and operators of totally enclosed treatment facilities as defined in 40 CFR 260.10.

### III. What Information Should be Filed and When

There are two parts to the RCRA permit application -- Part A and Part B. Part A defines the processes to be used for treatment, storage, and disposal of hazardous wastes; the design capacity of such processes; and the specific hazardous wastes to be handled at a facility. Part B requires detailed site specific information such as geologic, hydrologic, and engineering data. 40 CFR Section 270, Subpart B, specifies the information that will be required from hazardous waste management facilities in Part B of the permit application.

#### A. Operation During Interim Status

As provided in 40 CFR 270.13, Part A of the application defines the processes to be used for treatment, storage, and disposal of hazardous wastes; the design capacity of such processes; and the specific hazardous wastes to be handled at a facility during the interim status period. Once Part A is submitted to EPA, changes in the hazardous wastes handled,

changes in design of facilities, changes in processes, and changes in ownership or operational control at a facility during the interim status period may only be made in accordance with the procedures in 40 CFR 270.72. Changes in design capacity and changes in processes require prior EPA approval. Changes in the quantity of waste currently specified on the Part A can be made without submitting a revised Part A, provided the quantity does not exceed the design capacities of the processes specified in Part A of the permit application. Failure to furnish all information required to process a permit application is grounds for termination of interim status.

### **B. How Many Applications Should be Filed**

You need submit only one RCRA permit application (Part A and Part B) per site or location, provided that you describe all of the activities at that site or location. If you conduct hazardous waste activity(ies) at more than one site or location, you must submit a separate application for each site or location.

### **C. Where to File**

The application forms should be mailed to the EPA Regional Office whose Region includes the State in which the facility is located (see Table 2).

If the State in which the facility is located administers a Federal permit program under which you need a permit, you should contact the appropriate State agency for the correct forms (see Table 1). Your EPA Regional Office (Table 2) can tell you to whom to apply and can provide the appropriate address and phone number.

### **D. When to File**

As required by 40 CFR 270.1(b), the deadlines for filing applications are as follows:

- **Existing facility:** six months following publication of regulations listing hazardous wastes.
- **New facility:** 180 days before commencing physical construction.

## IV. Confidential Information

All information submitted in this form will be subject to public disclosure, to the extent provided by the Freedom of Information Act, 5 U.S.C. Section 552, and EPA's Business Confidentiality Regulations, 40 CFR Part 2 and 40 CFR 270.12. Claims of confidentiality for the name and address of any permit applicant or permittee will be denied. Persons filing this form may make claims of confidentiality for certain information. Such claims must be clearly indicated by submitting an attachment listing the specific information for which confidential treatment is requested at the time of filing. This attachment must include a written substantiation of the claim for confidentiality, that answers the following questions:

1. Which sections of the Part A form contain the information you claim is entitled to confidential treatment?
2. For how long is confidential treatment desired for the information?
3. What measures have you taken to guard against undesired disclosure of the information to others?
4. To what extent has the information been disclosed to others, and what precautions have been taken in connection with that disclosure?
5. Has EPA or any other Federal agency made a pertinent confidentiality determination? If so, include a copy of such determination or reference to it, if available.
6. Will disclosure of the information be likely to result in substantial harmful effects on your competitive position? If so, what would those harmful effects be and why should they be viewed as substantial? Explain the causal relationship between disclosure and the harmful effects.

Information covered by a confidentiality claim and the above substantiation will be disclosed by EPA only to the extent and by means of the procedures set forth in 40 CFR Part 2 and 40 CFR 270.12.

If no claim of confidentiality or no substantiation accompanies the information when it is submitted, EPA may make the information available to the public without further notice to the submitter.

**Table 1**  
**Alphabetized State Listing of Contacts for**  
**Obtaining and Submitting the Part A Permit**

**Alabama**

*Obtain information or forms from, and mail completed forms to:*

Land Division  
Alabama Department of  
Environmental Management  
P.O. Box 301463  
Montgomery, Alabama 36130-1463  
(334) 271-7700

**Alaska**

*Obtain information or forms from:*

Department of Environmental Conservation  
410 Willoughby Avenue  
Suite 105  
Juneau, Alaska 99801-1795  
(907) 465-5158

*Mail completed forms to:*

U.S. EPA Region 10  
Waste Management Branch, HW-105  
1200 Sixth Avenue  
Seattle, Washington 98101  
(206) 533-1253

**American Samoa**

*Obtain information or forms from, and mail completed forms to:*

U.S. EPA Region 9  
Hazardous Waste Management Division  
75 Hawthorne Street, Attn: H-2-3  
San Francisco, California 94105  
(415) 495-8895

**Arizona**

*Obtain information or forms from, and mail completed forms to:*

Office of Waste Programs  
Arizona Department of  
Environmental Quality  
3033 N. Central Avenue  
Phoenix, Arizona 85012  
(602) 207-4146

**Arkansas**

*Obtain information or forms from, and mail completed forms to:*

Arkansas Department of Pollution  
Control and Ecology  
8001 National Drive  
P.O. Box 8913  
Little Rock, Arkansas 72209  
(501) 682-0833

**California**

*Obtain information or forms from:*

*CA Region 1*  
Department of Toxic Substances Control  
10151 Croydon Way, Suite 3  
Sacramento, CA 95827  
(916) 255-3618

*CA Region 2*  
Department of Toxic Substances Control  
700 Heinz Avenue, Suite 200  
Berkeley, CA 94710  
(510) 540-3958

*CA Region 3*  
Department of Toxic Substances Control  
1011 North Granview Avenue  
Glendale, CA 91201  
(818) 551-2830

*CA Region 4*  
Department of Toxic Substances Control  
245 W. Broadway, Suite 350  
Long Beach, CA 90802  
(310) 590-4968

*Mail completed forms to:*

U.S. EPA Region 9  
Hazardous Waste Management Division  
75 Hawthorne Street, Attn: H-3-4  
San Francisco, California 94105  
(415) 495-8895

**Colorado**

*Obtain information or forms from, and mail completed forms to:*

Colorado Department of Health  
4300 Cheny Creek Drive, South  
HMWMD-HWC-B2  
Denver, Colorado 80222-1530  
(303) 692-3300



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Table 1 (continued)

### Connecticut

*Obtain information or forms from, and mail completed forms to:*

Hazardous Material Management Unit  
Department of Environmental Protection  
State Office Building  
165 Capitol Avenue  
Hartford, Connecticut 06106  
(203) 565-3545

### Delaware

*Obtain information or forms from, and mail completed forms to:*

Delaware Department of Natural Resources  
and Environmental Control  
Division of Air and Waste Management  
Hazardous Waste Management Branch  
P.O. Box 1401, 89 Kings Highway  
Dover, Delaware 19903  
(302) 739-3689  
(302) 739-3672

*Send courtesy copy to:*

U.S. EPA Region 3  
RCRA Programs Branch (3 HW50)  
841 Chestnut Street  
Philadelphia, PA 19107  
(215) 566-3080 (PA, DC)  
(215) 597-3070 (VA, WV, MD, DE)

### District of Columbia

*Obtain information or forms from, and mail completed forms to:*

Department of Consumer and  
Regulatory Affairs  
Environmental Regulation Administration  
Hazardous Waste Branch  
2100 Martin Luther King Jr. Ave. S.E.  
Washington, D.C. 20020  
(202) 645-6080

*Send courtesy copy to:*

U.S. EPA Region 3  
RCRA Programs Branch (3 HW50)  
841 Chestnut Street  
Philadelphia, PA 19107  
(215) 566-3080 (PA, DC)  
(215) 566-3070 (VA, WV, MD, DE)

### Florida

*Obtain information or forms from, and mail completed forms to:*

Hazardous Waste Regulation Section  
Department of Environmental Regulation  
Twin Towers Office Building  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400  
(904) 488-0300

### Georgia

*Obtain information or forms from, and mail completed forms to:*

Land Protection Branch  
Industrial and Hazardous  
Waste Management Program  
1154 East Tower  
205 Butler Street, S.E., Suite 1154  
Atlanta, Georgia 30334  
(404) 656-7802

### Guam

*Obtain information or forms from, and mail completed forms to:*

Guam Environmental Protection Agency  
Harmon Plaza  
Complex Unit B-107  
103 Orjas Street  
Harmon, Guam 96911

### Hawaii

*Obtain information from:*

Hawaii Department of Health  
Solid and Hazardous Waste Branch  
Five Waterfront Plaza, Suite 250  
500 Ala Moana Boulevard  
Honolulu, Hawaii 96813

*Obtain forms from and mail  
completed forms to:*

U.S. EPA Region 9  
Hazardous Waste Management Division  
Attn: H-2-3  
75 Hawthorne Street  
San Francisco, California 94105  
(415) 495-8895

Table 1 (continued)

**Idaho**

*Obtain information or forms from, and mail completed forms to:*  
Department of Environmental Quality  
1410 N. Hilton, Third Floor  
Boise, Idaho 83706  
(208) 334-5879

**Illinois**

*Obtain information or forms from, and mail completed forms to:*  
Illinois Environmental Protection Agency  
Division of Land Pollution Control  
2200 Churchill Road  
Springfield, Illinois 62706  
(217) 782-6761

**Indiana**

*Obtain information or forms from, and mail completed forms to:*  
Indiana Department of  
Environmental Management  
100 North Senate Avenue  
P.O. Box 6015  
Indianapolis, Indiana 46206  
(317) 232-3242

**Iowa**

*Obtain information or forms from, and mail completed forms to:*  
U.S. EPA Region 7  
RCRA Branch, Permitting Section  
Attn: WSTM/RCRA/PRMT  
726 Minnesota Avenue  
Kansas City, Kansas 66101  
(913) 551-7020

**Kansas**

*Obtain information or forms from, and mail completed forms to:*  
Department of Health and Environment  
Attn: Hazardous Waste Section  
Forbes Field, Building 740  
Topeka, Kansas 66620  
(913) 296-1600

**Kentucky**

*Obtain information or forms from, and mail completed forms to:*  
Division of Waste Management  
Department of Environmental Protection  
Cabinet for Natural Resources  
and Environmental Protection  
Fort Boone Plaza, Building No. 2  
14 Reilly Road  
Frankfort, Kentucky 40601  
(502) 564-6716

**Louisiana**

*Obtain information or forms from, and mail completed forms to:*  
Louisiana Department of  
Environmental Quality  
Department of Solid and Hazardous Waste  
P.O. Box 82178  
Baton Rouge, Louisiana 70884-2178  
(504) 765-0261

**Maine**

*Obtain information or forms from, and mail completed forms to:*  
Bureau of Oil and Hazardous  
Materials Control  
Department of Environmental Protection  
State House Station #17  
Augusta, Maine 04333  
(207) 287-2651

**Maryland**

*Obtain information or forms from, and mail completed forms to:*  
Maryland Department of the Environment  
Waste Management Administration  
Hazardous Waste Program  
2500 Broening Highway  
Baltimore, Maryland 21224  
(410) 631-3343  
(410) 631-3344  
*Send courtesy copy to:*  
U.S. EPA Region 3  
RCRA Programs Branch (3 HW50)  
841 Chestnut Street  
Philadelphia, PA 19107  
(215) 566-3080 (PA, DC)  
(215) 566-3070 (VA, WV, MD, DE)

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**Table 1 (continued)**

### **Massachusetts**

*Obtain information or forms from, and mail completed forms to:*  
Division of Solid and Hazardous Waste  
Massachusetts Department of  
Environmental Protection  
One Winter Street, 5th Floor  
Boston, Massachusetts 02108  
(617) 292-5854

### **Michigan**

*Obtain information or forms from, and mail completed forms to:*  
Waste Management Division  
Michigan Department of Natural Resources  
Box 30241  
Lansing, Michigan 48909  
(517) 373-2730

### **Minnesota**

*Obtain information or forms from, and mail completed forms to:*  
Solid and Hazardous Waste Division  
Minnesota Pollution Control Agency  
520 Lafayette Road, North  
St. Paul, Minnesota 55155  
(612) 297-8330

### **Mississippi**

*Obtain information or forms from, and mail completed forms to:*  
Department of Environmental Quality  
P.O. Box 10385  
Jackson, Mississippi 39289-0385  
(601) 961-5171

### **Missouri**

*Obtain information or forms from, and mail completed forms to:*  
Waste Management Program  
Department of Natural Resource  
Jefferson Building  
205 Jefferson Street (13/14 floor)  
P.O. Box 176  
Jefferson City, Missouri 65102  
(314) 751-3176

### **Montana**

*Obtain information or forms from, and mail completed forms to:*  
Solid and Hazardous Waste Bureau  
Department of Health and  
Environmental Sciences  
Cogswell Building  
Helena, Montana 59620  
(406) 444-1430

### **Nebraska**

*Obtain information or forms from, and mail completed forms to:*  
Hazardous Waste Management Section  
Department of Environmental Quality  
State House Station  
P.O. Box 98922  
Lincoln, Nebraska 68509-8922  
(402) 471-4218

### **Nevada**

*Obtain information or forms from, and mail completed forms to:*  
Waste Management Program  
Division of Environmental Protection  
333 West Nye Lane  
Carson City, Nevada 89710  
(702) 687-5872

### **New Hampshire**

*Obtain information or forms from, and mail completed forms to:*  
Division of Public Health Services  
Office of Waste Management  
Bureau of Hazardous Waste  
Classification & Manifests  
Department of Health and Welfare  
Health and Welfare Building  
6 Hazen Drive  
Concord, New Hampshire 03301  
(603) 271-2900

### **New Jersey**

*Obtain information from:*  
New Jersey Department of  
Environmental Protection  
Attn: Environmental Regulation  
Bureau of Hazardous Waste Engineering  
120 South Stockton  
Trenton, New Jersey 08625  
(609) 292-9880

Table 1 (continued)

*Obtain forms from and mail completed forms to:*

U.S. EPA Region 2  
Air and Waste Management Division  
Hazardous Waste Facilities Branch  
290 Broadway, 21st Floor  
New York, NY 10007-1866  
(212) 637-4100

**New Mexico**

*Obtain information or forms from:*

Hazardous Waste Bureau  
525 Camino De Loss Marquez  
Sante Fe, New Mexico 87501  
(505) 827-1557

*Mail completed forms to:*

U.S. EPA Region 6  
Hazardous Waste Management Division  
First Interstate Bank Tower  
1445 Ross Avenue, Suite 1200  
Dallas, TX 75202-2733  
(214) 665-7200

**New York**

*Obtain information from:*

*NY Regions 1-5:*

New York Department of  
Environmental Conservation  
Division of Hazardous Waste  
Substances Regulation  
Bureau of Eastern Hazardous  
Waste Programs  
P.O. Box 7252

Albany, NY 12233-7252  
(518) 457-9257

*NY Regions 6-9:*

New York Department of  
Environmental Conservation  
Division of Hazardous Waste  
Substances Regulation  
Bureau of Western Hazardous  
Waste Programs  
50 Wolf Road

Albany, NY 12233-7252  
(518) 457-9236

*Obtain forms from and mail completed forms to:*

U.S. EPA Region 2  
Air and Waste Management Division  
Hazardous Waste Facilities Branch  
290 Broadway, 21st Floor  
New York, NY 10007-1866  
(212) 637-4100

**North Carolina**

*Obtain information or forms from, and mail completed forms to:*

Solid and Hazardous Waste  
Management Branch

Division of Health Services  
Department of Human Resources  
P.O. Box 27687  
Raleigh, North Carolina 27611-7687  
(919) 733-2178

**North Dakota**

*Obtain information or forms from, and mail completed forms to:*

Division of Waste Management  
Department of Health and  
Consolidated Laboratories  
1200 Missouri Avenue  
P.O. Box 5520  
Bismarck, North Dakota 58506-5520  
(701) 328-5166

**Northern Mariana Islands**

*Obtain information or forms from, and mail completed forms to:*

U.S. EPA Region 9  
Hazardous Waste Management Division  
Attn: H-2-3  
75 Hawthorne Street  
San Francisco, California 94105  
(415) 495-8895

**Ohio**

*Obtain information or forms from, and mail completed forms to:*

Ohio Environmental Protection Agency  
1800 WaterMark Drive  
Columbus, Ohio 43215-1099  
(614) 644-2977

**Oklahoma**

*Obtain information or forms from:*

Department of Environmental Quality  
Hazardous Waste Management Service  
1000 Northeast 10th Street  
Oklahoma City, Oklahoma 73117-1212  
(405) 271-5338

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**Table 1 (continued)**

*Mail completed forms to:*

U.S. EPA Region 6  
Hazardous Waste Management Division  
First Interstate Bank Tower  
1445 Ross Avenue, Suite 1200  
Dallas, TX 75202-2733  
(214) 665-7200

### **Oregon**

*Obtain information or forms from, and mail completed forms to:*

Oregon Department of  
Environmental Quality  
Hazardous Waste Operations  
811 Southwest 6th Avenue  
Portland, Oregon 97204  
(503) 229-5913

### **Pennsylvania**

*Obtain information or forms from, and mail completed forms to:*

Pennsylvania Department of  
Environmental Resources  
Bureau of Waste Management  
Market Street State Office Building  
400 Market Street, 14th Floor  
Harrisburg, Pennsylvania 17105-8471  
(717) 787-6239

*Send courtesy copy to:*

U.S. EPA Region 3  
RCRA Programs Branch (3 HW50)  
841 Chestnut Street  
Philadelphia, PA 19107  
(215) 566-3080 (PA, DC)  
(215) 566-3070 (VA, WV, MD, DE)

### **Puerto Rico**

*Obtain information from:*

Puerto Rico Environmental Quality Board  
Land Pollution Control Area  
Inspection, Monitoring and Surveillance  
P.O. Box 11488  
Santurce, Puerto Rico 00910-1488  
(787) 763-4448

*Obtain forms from, and mail completed forms to:*

U.S. EPA Region 2  
Air and Waste Management Division  
Hazardous Waste Facilities Branch  
290 Broadway, 21st Floor  
New York, New York 10007-1866  
(212) 637-4100

### **Rhode Island**

*Obtain information or forms from, and mail completed forms to:*

Solid Waste Management Program  
Department of Environmental Management  
204 Canon Building 75 Davis Street  
Providence, Rhode Island 02908

(401) 277-2797

### **South Carolina**

*Obtain information or forms from, and mail completed forms to:*

Bureau of Solid and Hazardous  
Waste Management  
Department of Health and Environmental Control  
2600 Bull Street  
Columbia, South Carolina 29201  
(803) 896-4000

### **South Dakota**

*Obtain information or forms from, and mail completed forms to:*

Department of Environment and  
Natural Resources  
Office of Waste Management  
319 Coteau  
c/o 500 E. Capital Avenue  
Pierre, South Dakota 57501-5070  
(605) 773-3153

### **Tennessee**

*Obtain information or forms from, and mail completed forms to:*

Division of Solid Waste Management  
Tennessee Department of Public Health  
401 Church Street  
LNC Tower, 5th Floor  
Nashville, Tennessee 37243-1535  
(615) 532-0780

### **Texas**

*Obtain information or forms from, and mail completed forms to:*

Industrial and Hazardous Waste Division  
Waste Evaluation Section  
P.O. Box 13087, Capitol Station  
Austin, Texas 78711-3087  
(512) 239-6595

Table 1 (continued)

**Utah**

*Obtain information or forms from, and mail completed forms to:*  
Division of Solid and Hazardous Waste  
Department of Environmental Quality  
P.O. Box 144880  
Salt Lake City, Utah 84114-4880  
(801) 538-6170

**Vermont**

*Obtain information or forms from, and mail completed forms to:*  
Waste Management Division  
Agency of Environmental Conservation  
103 South Main Street  
Waterbury, Vermont 05676  
(802) 241-3888

**Virgin Islands**

*Obtain information from:*  
Virgin Islands Department of  
Planning and Natural Resources  
Division of Environmental Protection  
179 Altona and Welgunst  
St. Thomas, Virgin Islands 00801  
(809) 693-0114  
*Obtain forms from and mail completed forms to:*  
U.S. EPA Region 2  
Air and Waste Management Division  
Hazardous Waste Facilities Branch  
290 Broadway, 21st Floor  
New York, New York 10007-1866  
(212) 637-4100

**Virginia**

*Obtain information or forms from, and mail completed forms to:*  
Virginia Department of Environmental  
Quality  
Attn: Division of Waste  
P.O. Box 10009  
Richmond, Virginia 23240-0009  
(804) 698-4000  
*Send courtesy copy to:*  
U.S. EPA Region 3  
RCRA Programs Branch (3 HW50)  
841 Chestnut Street  
Philadelphia, PA 19107  
(215) 566-3080 (PA, DC)  
(215) 566-3070 (VA, WV, MD, DE)

**Washington**

*Obtain information or forms from:*  
Department of Ecology  
P.O. Box 47658  
Olympia, Washington 98504-7658  
(206) 459-6316  
*Mail completed forms to:*  
U.S. EPA Region 10  
Waste Management Branch, HW-105  
1200 Sixth Avenue  
Seattle, WA 98101  
(206) 553-1253

**West Virginia**

*Obtain information or forms from, and mail completed forms to:*  
Department of Commerce, Labor, and  
Environmental Protection  
Division of Environmental Protection  
Office of Waste Management  
1356 Hansford Street  
Charleston, West Virginia 25301  
(304) 558-5393  
*Send courtesy copy to:*  
U.S. EPA Region 3  
RCRA Programs Branch (3 HW50)  
841 Chestnut Street  
Philadelphia, PA 19107  
(215) 566-3080 (PA, DC)  
(215) 566-3070 (VA, WV, MD, DE)

**Wisconsin**

*Obtain information or forms from, and mail completed forms to:*  
Bureau of Waste Management  
Department of Natural Resources  
P.O. Box 7921  
Madison, Wisconsin 53707  
(608) 266-2111

**Wyoming**

*Obtain information or forms from, and mail completed forms to:*  
Wyoming Department of Environmental  
Quality  
Solid and Hazardous Waste Division  
Hazardous Waste Permitting and Corrective  
Action  
122 West 25th Street  
Herschler Building, 4th Floor West  
Cheyenne, Wyoming 82002  
(307) 777-7752

## RCRA Part A Permit Application

**Table 2**  
**U.S. EPA Regional Contacts for the Part A Application**

### **U.S. EPA Region 1**

RCRA Support Section  
JFK Federal Building  
Boston, MA 02203-2211  
(617) 565-3420

*Connecticut, Maine, Massachusetts, New  
Hampshire, Rhode Island, Vermont*

### **U.S. EPA Region 2**

Air and Waste Management Division  
Attn: RCRA Notifications  
290 Broadway  
21st Floor  
New York, NY 10007-1866  
(212) 637-4100

*New Jersey, New York, Puerto Rico, Virgin  
Islands*

### **U.S. EPA Region 3**

RCRA Programs Branch (3 HW50)  
841 Chestnut Street  
Philadelphia, PA 19107  
(215) 566-3080 (PA, DC)  
(215) 566-3070 (VA, WV, DE, MD)

*Delaware, District of Columbia, Maryland,  
Pennsylvania, Virginia, West Virginia*

### **U.S. EPA Region 4**

Hazardous Waste Management Division  
RCRA Permitting Section  
345 Courtland Street, NE  
Atlanta, GA 30365  
(404) 347-3433

*Alabama, Florida, Georgia, Kentucky,  
Mississippi, North Carolina, South Carolina,  
Tennessee*

### **U.S. EPA Region 5**

RCRA Activities  
P.O. Box A3587  
Chicago, IL 60690  
(312) 886-4001

*Illinois, Indiana, Michigan, Minnesota, Ohio,  
Wisconsin*

### **U.S. EPA Region 6**

Hazardous Waste Management Division  
First Interstate Bank Tower  
1445 Ross Avenue, Suite 1200  
Dallas, TX 75202-2733  
(214) 665-7200

*Arkansas, Louisiana, New Mexico, Oklahoma,  
Texas*

### **U.S. EPA Region 7**

RCRA Branch, Permitting Section  
726 Minnesota Avenue  
Attn: WSTIN/RCRA/PRMT  
Kansas City, KS 66101  
(913) 551-7020

*Iowa, Kansas, Missouri, Nebraska*

### **U.S. EPA Region 8**

Hazardous Waste Management Division  
999 18th Street, Suite 500  
Denver, CO 80202-2405  
(303) 312-6319

*Colorado, Montana, North Dakota, South  
Dakota, Utah, Wyoming*

### **U.S. EPA Region 9**

Hazardous Waste Management Division  
75 Hawthorne Street, H-3-4  
San Francisco, CA 94105  
(415) 495-8895

*Arizona, California, Hawaii, Nevada, American  
Samoa, Guam, Northern Mariana Islands*

### **U.S. EPA Region 10**

Waste Management Branch, HW-105  
1200 Sixth Avenue  
Seattle, WA 98101  
(206) 553-1253

*Alaska, Idaho, Oregon, Washington*

## V. Part A -- Line-By-Line Instructions

### This form must be completed by all applicants.

Please type or print in the unshaded area only leaving a blank box between words. The boxes are spaced at 1/4" intervals which accommodate elite type (12 *characters per inch*). When typing, hit the space bar twice between characters. If you print, place each character in a box. Abbreviate if necessary to stay within the number of boxes allowed for each item. If you must use additional sheets, indicate clearly the number of the Item on the form to which the information on the separate sheet applies.

Unless otherwise specified in the instructions to the form, each item must be answered. To indicate that each item has been considered, enter "NA" for not applicable if a particular item does not fit the circumstances or characteristics of your facility or activity.

If you have previously submitted information to EPA or to an approved State agency which answers a question, you may either repeat the information in the space provided or attach a copy of the previous submission. Some items in the form require narrative explanation. If more space is necessary to answer a question, attach a separate sheet entitled "Additional Information."

Note: When submitting a revised application, applicants must resubmit in their entirety each item on the application for which changes are requested. In addition, Items I, II, III, VI, VII, VIII and XVIII must be completed. All other sections may be left blank.

**Estimated Burden:** Public reporting burden for this collection of information is estimated to be 27.1 hours, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Regulatory Information Division, 2136, U.S. Environmental Protection Agency, 401 M St., S.W., Washington, D.C. 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.



### Item I - ID Number(s):

- A. First Part A Submission:** Place an "X" in this box if this is the facility's first Part A submission under a current or previous ownership.
- B. Part A Amendment:** Place an "X" in this box if this is an amendment to a prior Part A application for this facility. Enter the amendment number, if known.
- C. EPA ID Number:** Space is provided on Form A for insertion of your EPA Identification Number. If you have an existing facility, enter your Identification Number. If you don't know your EPA Identification Number, please contact your EPA Regional Office (see Table 2), which will provide you with your number, or send you an application (Notification of Regulated Waste Activity (EPA Form 8700-12)) to apply for an EPA Identification Number. If your facility is new (not yet constructed) or you do not have an Identification Number, leave this item blank.
- D. Secondary ID Number:** Enter any non-EPA ID number that your facility has been issued. For example, for wastes regulated by a State or local authority, give the ID number that the other authority issued.

### Item II - Name of Facility:

Enter the facility's official or legal name. Do not use a colloquial name.

### Item III - Facility Location:

- A. Location:** Give the address or location of the facility identified in Item II of this form. Please note that the address you give for Item III must be a physical address, *not a post office box or route number*. If the facility lacks a street name give the most accurate alternative geographic information (e.g., section number or quarter section number from county records or at intersection of Rts. 425 and 22).

**County Name and Code:** Give the county code, if known. If you do not know the county code, enter the county, township, borough, parish, or other local government entity name, from which EPA can automatically generate the county code. To obtain a list of county codes, contact the National Technical Information Service, U.S. Department of Commerce, Springfield, Virginia, 22161 or at (703)

487-4650. The list of codes is contained in the Federal Information Processing Standards Publication (FIPS PUB) number 6-3.

- B. Land Type:** Using the codes listed below, indicate in III. B. the code which *best describes* the current legal status of the land on which the facility is located:

F = Federal  
S = State  
I = Indian  
P = Private  
C = County  
M = Municipal\*  
D = District  
O = Other

*\*Note: If the Land Type is best described as Indian, County or District, please use those codes. Otherwise, use Municipal.*

- C. Geographic Location:** Enter the latitude and longitude of the facility in degrees, minutes, and seconds. For larger facilities, enter the latitude and longitude at the approximate mid-point of the facility. You may use the map you provide for Item XV to determine latitude and longitude. Latitude and longitude information is also available from Regional Offices of the U.S. Department of Interior, Geological Survey, and from State Natural Resource or Environmental Agencies.

- D. Facility Existence Date:** Enter the appropriate date that applies to your facility from the following:

1. The date that hazardous waste operations at the facility commenced;
2. The date construction on the facility commenced; or
3. The date operation is expected to begin.

### Item IV - Facility Mailing Address:

Please enter the Facility Mailing Address. If the Mailing Address and the Facility Location (Item III) are the same, you can print "same" in the space for Item IV.

### Item V - Facility Contact:

Give the name, title, and work telephone number of a person who is thoroughly familiar with the operation of the facility and with the facts reported in this application and who can be contacted by reviewing offices if necessary.

### Item VI - Facility Contact Address:

- A. Code:** If the contact address is the same as the facility location address listed in Item III or the facility mailing address listed in Item IV, place an "X" in the appropriate box to indicate where the contact may be reached. If the facility location address, the facility mailing address, and the facility contact address are all the same, mark the "Location" box. If the contact is *not* the same as those addresses in either Item III or IV, place an "X" in the "Other" box and complete Item VI.B. If an "X" is entered, in either the location or mailing box, Item VI.B. should be left blank.
- B. Address:** Enter the facility contact address only if the contact address is different from either the facility location address (Item III) or the facility mailing address (Item IV) and Item VI.A. was left blank.

### Item VII - Operator Information:

- A. Name:** Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this application. This may or may not be the same name as the facility. The operator of the facility is the legal entity which controls the facility's operation rather than the plant or site manager. Do not use a colloquial name. Also enter the telephone number and address where the operator can be contacted.

- B. Operator Type:** Using the codes listed below, indicate in VII.B. the code which *best describes* the legal status of the current operator of the facility:

F = Federal  
S = State  
I = Indian  
P = Private  
C = County  
M = Municipal\*  
D = District  
O = Other

*\*Note: If the Operator Type is best described as Indian, County or District, please use those codes. Otherwise, use Municipal.*

- C. Operator Indicator:** *(If this is your installations first Part A application, leave VII.C. blank and skip to Item VIII. If this is a subsequent Part A application, complete Item VII.C. as directed below.)*

If the operator of this facility has changed since the facility's previous Part A was submitted, place an "X" in the box marked "Yes" and enter the date the operator changed.

If the operator of this facility has not changed since the facility's previous Part A was submitted, place an "X" in the box marked "No" and skip to Item VIII.

If any additional operators have been added or replaced since the facility's previous Part A was submitted, place an "X" in the box marked "Yes." Use the comment section in XIX to list any additional operators, the dates they became operators, and which operator(s) (if any) they replaced. If necessary attach a separate sheet of paper.

## Item VIII - Facility Owner:

- A. Name:** Enter the name of the legal owner(s) of the installation, including the property owner. Also enter the address and phone number where this individual can be reached. Use the comment section or additional sheets if necessary to list more than one owner.

## RCRA Part A Permit Application

**B. Owner Type:** Using the codes listed below, indicate in VIII.B. the code which *best describes* the legal status of the current owner of the facility:

F = Federal  
S = State  
I = Indian  
P = Private  
C = County  
M = Municipal\*  
D = District  
O = Other

*\*Note: If the Operator Type is best described as Indian, County or District, please use those codes. Otherwise, use Municipal.*

**C. Owner Indicator:** *(If this is your installations first Part A application, leave VIII. C. blank and skip to Item IX. If this is a subsequent Part A application, complete Item VIII.C. as directed below.)*

If the owner of this facility has changed since the facility's previous Part A was submitted, place an "X" in the box marked "Yes" and enter the date the owner changed.

If the owner of this facility has not changed since the facility's previous Part A was submitted, place an "X" in the box marked "No" and skip to Item IX.

If any additional owners have been added or replaced since the facility's previous Part A was submitted, place an "X" in the box marked "Yes." Use the comment section in XIX to list any additional owner(s), the dates they became owners, and which owner(s) (if any) they replaced. If necessary attach a separate sheet of paper.

### Item IX - SIC Codes:

List, in descending order of significance, the four digit standard industrial classification (SIC) codes which best describe your facility in terms of the principal products or services you produce or provide. Also, specify each classification in words. These classifications may differ from the SIC codes describing the operation generating the hazardous wastes.

SIC code numbers are descriptions which may be found in the Standard Industrial Classification Manual prepared by the Executive Office of the

President, Office of Management and Budget, which is available from the Government Printing Office, Washington, D.C. Use the current edition of the manual. If you have any questions concerning the appropriate SIC code for your facility, contact your EPA Regional office (see Table 2).

## Item X - Existing Environmental Permits:

**A. Permit Type:** Using the codes listed below, enter a letter on the form for all other environmental permits the facility has received, or for which the facility has filed an application, even if the permit has not yet been received.

- N = NPDES (National Pollutant Discharge Elimination System, Clean Water Act)
- P = PSD (Prevention of Significant Deterioration, Clean Air Act)
- R = RCRA (Resource Conservation and Recovery Act)
- U = UIC (Underground Injection Control, Safe Drinking Water Act)
- F = EPA 404 (Dredge or Fill Permits under Section 404 of the Clean Water Act)
- E = Other relevant environmental permits. List any other relevant Federal (e.g., permits under the Ocean Dumping Act), State (e.g., State permits for new air emission sources in nonattainment areas under Part D of the Clean Air Act or State permits under Section 404 of the Clean Water Act), or local environmental permits or applications.

**B. Permit Number:** Give the number of each presently effective permit issued to the facility for each program, or if you have previously filed an application, but have not yet received a permit, give the number of the application. If you have more than one currently effective permit for your facility under a particular permit program, you may list additional permit numbers on a separate sheet of paper.

**C. Description:** Use the space provided for any additional information identifying or describing the permits.

### **Item XI - Nature of Business:**

Briefly describe the nature of your business (e.g., products produced or services provided). If more space is needed, please attach additional sheets.

### **Item XII - Process Codes and Design Capacities:**

The information in Item XII describes all the processes that will be used to treat, store, or dispose of hazardous waste at the facility. The design capacity of each process must be provided as part of the description. The design capacity of injection wells and landfills at existing facilities should be measured as the remaining, unused capacity. Tank storage should refer to each tank, not each tank farm. Please indicate the location of each process listed in Item XII on either the map provided for Item XV or the photographs provided for Item XVII. Use the line number from Item XII to indicate where the process(es) are located. See the form for the detailed instructions to Item XII.

**Note:** Process codes T80-T93 are designated for Boilers and Industrial Furnaces (BIFs) as regulated under 40 CFR Part 266, Subpart H.

### **Item XIII - Other Processes:**

Use this space to describe other processes that did not have a specific process code listed in Item XII.A. of the form. Follow the instructions in Item XII.A. on the form for other process codes (i.e., D99, S99, T04, and X99 process codes).

### **Item XIV - Description of Hazardous Wastes:**

The information in Item XIV describes all the hazardous waste that will be treated, stored, or disposed at the facility. In addition, the processes that will be used to treat, store, or dispose of each waste and the estimated annual quantity of each waste must be provided. See the form for the detailed instructions to Item XIV.

### **Item XV - Map:**

Provide a topographic map or maps of the area extending to at least one mile beyond the property boundaries of the facility. The map must clearly show the following:

- The legal boundaries of the facility;
- The location and serial number of each of your existing and proposed intake and discharge structures;
- All hazardous waste management facilities;
- Location of all processes listed in Items XII and XIII identified by process code;
- Each well where you inject fluids underground; and
- All springs and surface water bodies in the area, plus all drinking water wells within 1/4 mile of the facility which are identified in the public record or otherwise known to you.

If an intake or discharge structure, hazardous waste disposal site, or injection well associated with the facility is located more than one mile from the plant, include it on the map, if possible. If not, attach additional sheets describing the location of the structure, disposal site, or well, and identify the U.S. Geological Survey (or other) maps corresponding to the location.

On each map, include the map scale, a meridian arrow showing north, and latitude and longitude at the nearest whole second. On all maps of rivers, show the direction of the current, and in tidal waters, show the directions of the ebb and flow tides. Use a 7-1/2 minute series map published by the U.S. Geological Survey, which may be obtained through the U.S. Geological Survey Office listed below. If a 7-1/2 minute series map has not been published for your facility site, then you may use a 15 minute series map from the U.S. Geological Survey. If neither a 7-1/2 nor 15 minute series map has been published for your facility site, use a plant map or other appropriate map, and include all the requested information; in this case, briefly describe land uses in the map area (e.g., residential, commercial).

You may trace your map from a geological survey chart, or other map meeting the above specifications. If you do, your map should bear a note showing the number or title of the map or chart it was traced from. Include the names of nearby towns, water bodies, and other prominent points.



## RCRA Part A Permit Application

To obtain map indexes contact one of the following Earth Science Information Centers (ESIC):

Anchorage - ESIC  
4230 University Dr., Rm. 101  
Anchorage, AK 99508-4664  
(907) 786-7011

Fairbanks - ESIC  
Box 12, New Federal Building  
101 Twelfth Avenue  
Fairbanks, AK 99701  
(907) 474-7487  
(907) 474-7598

Lakewood - ESIC  
Box 25046, MS 504  
Denver Federal Center  
Denver, CO 80225  
(303) 236-5829

Menlo Park - ESIC  
Room 3128, Building 3, MS 532  
345 Middlefield Road  
Menlo Park, CA 94025  
(415) 329-4390

Reston - ESIC  
507 National Center  
Reston, VA 22092  
(703) 648-6045

Rolla - ESIC  
1400 Independence Road, MS 231  
Rolla, MO 65401  
(573) 308-3500

Salt Lake City - ESIC  
8105 Federal Building  
125 S. State Street  
Salt Lake City, UT 84138  
(801) 975-3742

Sioux Falls - ESIC  
EROS Data Center  
Sioux Falls, SD 57198-0001  
(605) 594-6151

Spokane - ESIC  
U.S. Post Office Building, Room  
135  
West 904 Riverside Avenue  
Spokane, WA 99201-1088  
(509) 353-2524

Stennis Space Center - ESIC  
Building 3101  
Stennis Space Center, MS 39529  
(601) 688-3541

Washington, D.C. - ESIC  
Department of the Interior  
Building  
18th & C Streets, NW, Room 2650  
Washington, D.C. 20240  
(202) 208-4047

### Item XVI - Facility Drawing:

All existing facilities must include a drawing showing the general layout of the facility. This drawing should be approximately to scale and fit on an 8 1/2" x 11" sheet of paper. This drawing should show the following:

1. The property boundaries of the facility;

2. The areas occupied by all storage, treatment, or disposal operations that will be used during interim status;
3. The name of each operation (e.g., multiple hearth incinerator, drum storage area, etc.);
4. Areas of past storage, treatment, or disposal operations;
5. Areas of future storage, treatment, or disposal operations; and
6. The approximate dimensions of the property boundaries and all storage, treatment, and disposal areas. (Note: where applicable, use the process codes listed in Items XII and XIII to indicate the location of all storage, treatment, and disposal areas.)

New facilities do not have to complete Item XVI.

### **Item XVII - Photographs:**

All existing facilities must include photographs that clearly delineate all existing structures, all existing areas for storing, treating, or disposing of hazardous waste; and all known sites of future storage, treatment, or disposal operations. Photographs may be color or black and white, ground-level or aerial. Indicate the date the photograph was taken on the back of each photograph. Use the process codes listed in Items XII and XIII to indicate the location of all storage, treatment, and disposal areas.

### **Item XVIII - Certification(s):**

All facility owners must sign Item XVIII. If the facility will be operated by someone other than the owner, then the operator must also sign Item XVIII. Federal regulations require the certification to be signed as follows:

- A. For a corporation, by a principal executive officer at least the level of vice president;
- B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- C. For a municipality, State, Federal, or other public facility, by either a principal executive officer or ranking elected official.

The Resource Conservation and Recovery Act provides for severe penalties for submitting false information on this application form.

## **RCRA Part A Permit Application**

Section 3008(d) of the Resource Conservation and Recovery Act provides that "Any person who knowingly makes any false statement or representation in any application, ...shall, upon conviction be subject to a fine of not more than \$25,000 for each day of violation, or to imprisonment not to exceed one year, or both."

## Notes

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